

Areas of Practice:

Accountant
ADDIE Projects
AR/Billing
Communications
Contracts Administration
GAAP Compliance
Financial Analysis /Reporting
Graphic Design
Investigative Research
Leases
Outside Sales (Telephones)
Presentations
AP/Procurement
Project Management
Sales Taxes, PR Taxes Reporting
Travel Expenses
Procurement/Billing

Industry Lines: (40 hours)

Banking -First National Bank
City Gov- CCSF Controller's
Federal Gov- US Post Office
Education-The Johns Hopkins University
Manufacturing -Cocoa Cola
Non Profit: Stop Aids (24 hrs)
Sales: ISOTEC Communications
Social Media:The Conversation Group
Telecomm- C&P Telephone
Wholesale/Retail: Nigel Imports,
Hardwear;Woolworths

Computer Applications

Adobe Captivate
Adobe Photoshop/After Effects
Adobe Premiere Pro/ Media Encoder
Adobe Encore, InDesign
Adobe Acrobat/Reader
Adobe Flash/Player
Dreamweaver, Joomla Web Design
Google Drive/Drop Box
FAMIS (CCSF GL)
FastTrack Schedule 10 Project Management
iTunes
MS Office Pro (Mac or PC) (Word/Excel/PPT)
QuickBooks Certified

Education/Qualifications

Patterson High School, Baltimore, MD

San Francisco State University (Cum Laude)
BA Speech/Communication (1984)
MA Instructional Tech (Dec 2015)
City College of SF: Accounting/Multimedia
Adobe Premiere Pro/ Media Encoder
Adobe Encore, InDesign
Adobe Acrobat/Reader
Adobe Flash/Player
Dreamweaver, Joomla Web Design
Google Drive/Drop Box
FAMIS (CCSF GL)
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Professional Experience

Projects Management - full cycle analysis and reporting
Information management, ADDIE and communications
Research and development, Presentations ILT, Web-Based
GAAP Accountant, Training Performance Measures
Needs Assessments-Front End Analysis
Internal Audit, Redesign of GAAP Chart of Accounts reclassifications
Adobe Creative Suite, Video Documentary, Editing

Self-Employment

2003- present (hours vary, mostly evenings weekends when employed)
Ear Candle Productions: Art, Lyricist A/V, ITEC eLearning, Performer

1986- 2012 (40 hours) 2012-2016 (20 hours)
Nicholson Business Services: Accounting/Communications/Training
Clients: please see list on website or LinkedIn or Youtube.com

MAJOR PROJECTS:

Collected over \$2M in billings for several clients
Successfully conducted/passed major IBM audit for client
Produced 16 CD Art Albums, over 100 Music and Video Productions
Willie Brown Scholarship to BAVC for Video Core and Web Design

Professional Employment (1966 to 2019)

2019- Jan 22-Feb 1 Social Security Administration Benefit Authorizer (40 hrs) commute too \$
2014-2015 California Public Utilities Commission- AGPA-Training Specialist (40 hrs)
2009 Stop Aids- Non Profit: Payroll and Accounts Payable (24 hr)
2006 City and County of San Francisco -FAST TEAM Auditor TIDA (40 hr)
1984-1985 ISOCTEC- Telephone Outside Sales (40hrs)
1980- 1981 Werner Erhard Associates: Enrollment/Accounting (40 hr)
1975-1979 JHU: Accounts Receivable College Tuition Administrator (40 hr)
JHU: Data Control Specialist: implement computer batch processes
JHU: Staff Accountant, reconcile 22 banks, travel and entertainment exp
1973-1974 Cocoa Cola Bottling Accounts Payable posting, check runs (40 hr)
1972 First National Bank: Bank teller (40 hr)
1971 C&P Telephone: Operator/Directory Assistant telecommunications (40 hr)
1966-1970 US Post Office: Mail, special delivery, interstate routing US Mail (40 hr)
1965-1966 Woolworths: Banana Splits/Soup Counter waitress (40 hr)